



RECRUITMENT ANNOUNCEMENT

Administrative Aide (Part-Time) Fire Department

Posting Date:
August 4, 2015

Starting at \$17.00/hour

Closing Date:
Open Until Filled

The mission of the Troy Fire Department is to provide the highest possible level of fire protection, rescue, and hazard mitigation services to the community. This shall be accomplished with a team of professionals, both volunteer and career, by providing fire prevention, public education, emergency operations, and planning.

Under the supervisor of the Assistant Fire Chief, the Administrative Aide performs a variety of administrative work keeping official records, providing administrative support to the fire administrative staff, and assisting in the administration of the standard operating policies and procedures of the fire department. Also performs clerical work answering phones, providing customer service assistance, record keeping and data processing.

DUTIES

- Maintain reports and permits in internal system
- Knox Box key inventory management, which includes processing inspection and inventory forms; prioritizing locations and assign/schedule inspections; update database
- Complete invoicing and crediting for fire alarm registration in internal system
- Maintain false fire alarm tracking and database management
- Record and process FOIA requests
- Complete performance reports in internal system
- Keep detail records of permits in internal system
- Greet visitors to the department, referring to other persons as appropriate
- Answer the telephone, determine nature of call, route to appropriate person or department
- Assist in procurement of department materials and supplies as necessary
- Receive and distribute incoming mail, process outgoing mail
- Perform related work as required

REQUIREMENTS

- Two (2) years of college coursework in Business, Business Administration, Public Administration, or a related field from an accredited college or university. **Applicants must submit proof of degree with application and official transcript at time of interview.**
- Two (2) years of recent work experience coordinating and performing related administrative tasks.
- Will consider applicants with an equivalent combination of education and experience (additional work experience may replace education requirement).
- Requires proficiency with Microsoft Word, Excel and Outlook.
- Requires excellent organization and communication skills.
- As a condition of employment, the successful candidate must pass a pre-employment physical including drug screen.

PREFERRED

- Experience in:
 - New World Systems software
 - BS&A local government software
 - OnBase content management software
- Project management experience

HOURS

Part-time, year-round. 20 hours per week; Monday – Friday; 10:00AM – 2:00PM.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084 or you may call (248)524-3341.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).

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